

DOE-SR PROCESS FOR NEW OR REVISED DOE-HQ DIRECTIVES

(except Guides)

DIRECTIVE RECEIVED FROM DOE-HQ

- DOE-SR Directives Program Manager (DPM) receives notification from the DM Team of a new/revised directive
- Within 7 days (usually 1-3 days), the DPM notifies the Contractors of the directive through the Contract Administrator Notice (CAN) process.
- CAN PROCESS
 - Process where Contractors receive electronic notification of new/revised directives (except Guides, Guides are sent to Contractors as FYI)
 - Process where Contractors are directed to perform a compliance assessment for that directive based on a particular requirement within the contract
 - Process where Contractors are instructed to notify DOE-SR (Primary Division/Office and SME) within a certain amount of time whether a directive is applicable or not
 - Process where if directive is applicable, Contractors are instructed to perform an applicability assessment and notify DOE-SR (PDO/SME) within 60 days of the status
- Once the initial CAN is sent to the Contractors, all responses and issues that arise are between the PDO/SME and the Contractor, with a copy of any correspondence to the DPM.

WSI-SRS PROCESS FOR CANed DIRECTIVES

(2 types - ESH and Non-ESH)

NON-ESH DIRECTIVES

- CAN received and forwarded to the SME
- WSI-SRS SME determines applicability of directive.
- Applicability Letter (applicable or not) sent to DOE-SR within 30 days of date of CAN.
- If not applicable, letters states so and no further action is required
- If applicable,
- WSI-SRS prepares a Compliance Assessment Report
- If applicable, WSI-SRS prepares a Compliance Assessment Report that indicates the applicable requirements, whether compliant or not, and the implementing document (WSI-SRS Standard Procedure) within 120 days of the date of the CAN.

WSI-SRS PROCESS FOR CANed DIRECTIVES

(2 types - ESH and Non-ESH)

ESH DIRECTIVES

- CAN received and forwarded to the SME
- WSI-SRS SME determines applicability of directive and whether to include within S/RIDs (30 days).
- Applicability Letter (applicable or not) sent to DOE-SR within 30 days of date of CAN.
- If not applicable, letters states so and no further action is required
- If applicable, WSI-SRS prepares a Compliance Assessment Report
- CAN received and forwarded to the SME
- WSI-SRS SME determines if directive is applicable and if applicable, should it be included within the Standards Requirements Identification Document (S/RID).
- If applicable, letter sent to DOE-SR within 30 days of date of CAN.
- If must include in S/RID, a S/RID Change Package (DOE-SR for approval) is submitted within 90 days of date of CAN.
- Upon DOE-SR approval of S/RID Change Package, WSI-SRS prepares a Compliance Assessment Report which indicates applicable requirements, whether compliant or not, and the implementing document (WSI-SRS Standard Procedure) within 60 days of approval letter.

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